

Credit Card/E-Check Deposits – Revenue Only



Statewide Management, Accounting and Reporting Tool

- The following Desk Aid instructs users how to locate Credit Card/E-Check EFT Deposits and how to complete Deposit Adjustments.
- •As often as daily, the State Treasurer's Office will process EFT Deposits in SMART on behalf of Agencies for their Credit Card and E-Check revenue.
- The State Treasurer's Office deposits these monies into 'Credit Card Clearing Funds' that have been designated for each Agency.
- •The State Treasurer's Office has created SpeedCharts under each Business Unit that receives Credit Card monies. These SpeedCharts are **NOT** to be modified or inactivated by the Agency.
- •The naming convention for the SpeedChart is as follows: TRC##### or TRD#####. The 'C' indicated receiving monies, the 'D' indicates credit card fees. The last five numbers of the SpeedChart are the last five digits of the Merchant ID being used. So for example, TRC10511 would indicate monies being received for the Merchant ID ending in 10511. TRD10511 would indicate a fee was assessed for the Merchant ID ending in 10511.
- •If an Agency has questions regarding their Credit Card/E-Check SpeedChart(s), please contact the State Treasurer's Office at (785) 296-3615.



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- •There is no automatic notification that a Credit Card Deposit has been processed in SMART. It is the Agency's responsibility to search for and adjust these transactions daily.
- •Each Agency is responsible for reconciling this Deposit with their Credit Card/E-Check transaction report.
- •Credit Card fees will be charged to the 'Credit Card Clearing Fund' monthly.
- •It is the Agency's responsibility to move their monies out of the 'Credit Card Clearing Fund'; this is done via Deposit Adjustment in SMART.
- •Accounts and Reports uses the 'STO Approval' to approve Deposit Adjustments.
- Deposit ID and Payment ID for Agency initiated transactions are Agency assigned. The naming convention used in the Desk Aid is encouraged for tracking purposes but is not required.
- •The two Agency roles involved with this process are: KAR_AGY_DEPOSIT_PROCESSOR and KAR_AGY_ADMIN



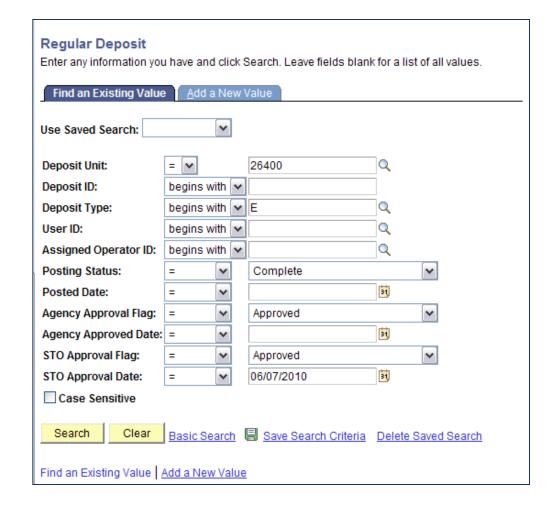
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Step 1: Search for your Credit Card Deposit Navigate to: Accounts Receivable>Payments>Online Payments>Regular Deposit

- A. Enter Business Unit.
- B. Deposit Type 'E'.
- C. Posting Status 'Complete'.
- D. Agency Approval Flag 'Approved'.
- E. STO Approval Flag 'Approved.
- F. STO Approval Date 'Today's Date'.





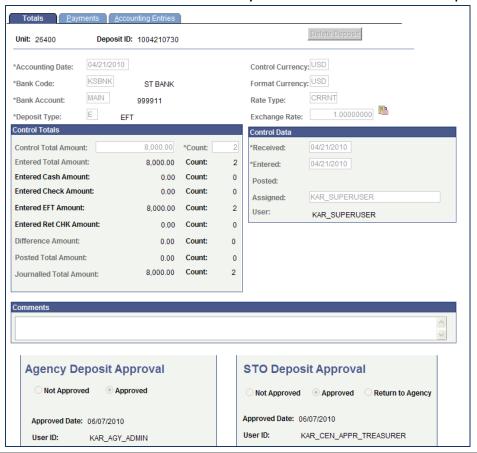
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Step 2: Open your Deposit – Totals Tab

- A. The Deposit ID is the date/time the Deposit was created.
- B. The 'Assigned' field is populated with 'UC4' (this identifies the transaction has been interfaced into SMART).
- C. The Control Total Amount is the total of all Merchant ID Payments minus fees, if applicable.
- D. The Control Count is the total number of Merchant ID Payments reflected on the Deposit.





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Step 3: Open your Deposit – Payments Tab

- A. Click the 'View All' link in the 'Payment Information' section. This will display all Payments for the Deposit.
- B. Each Payment represents one Merchant ID; note that the Payment ID is the last 5 digits of the Merchant ID.





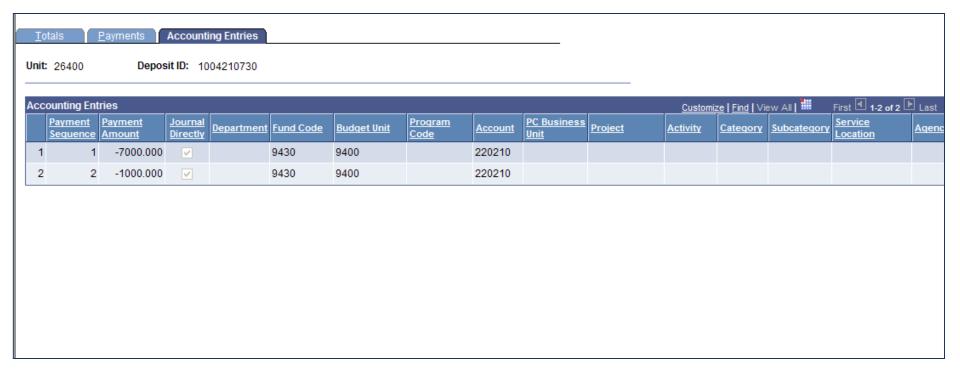
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Step 3: Open your Deposit – Accounting Entries Tab

- C. Note that the Payment Amount(s) are negative.
- D. Note that the 'Department' and 'Program' ChartFields are blank, this is due to the 'Account' used.
- E. Note that the 'Account' is '220210'.





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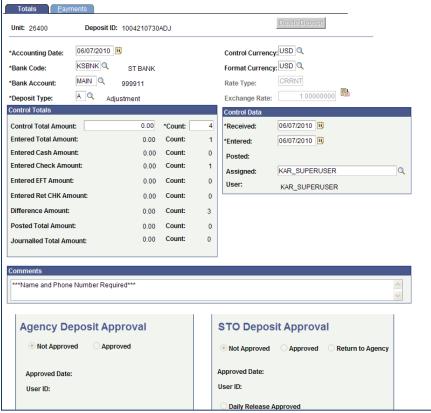


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Step 4: Create a Deposit Adjustment – Totals Tab

- A. Note that the Deposit Type is 'A' Adjustment.
- B. Note the that Control Total Amount is \$0.00.
- C. Note that the Control Count is '4'. This is because for every one line in need of adjusting, two are created.
- D. Note that the Deposit ID is 1004081932ADJ (Original Deposit ID with ADJ added).







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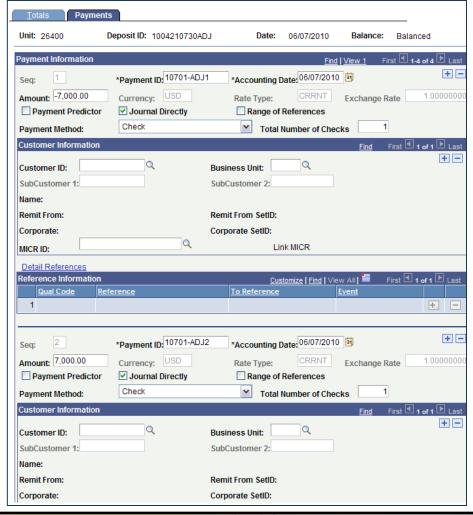


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Step 4: Create a Deposit Adjustment – Payments Tab

E. Note that there are 4 payments. Payment ID '10701-ADJ1' and '10701-ADJ2' adjust the original Payment ID

'10701'.





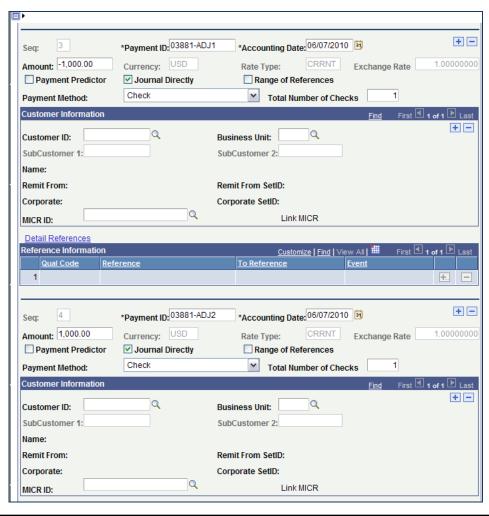
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Step 4: Create a Deposit Adjustment – Payments Tab

F. Note that there are 4 payments. Payment ID '03881-ADJ1' and '03881-ADJ2' adjust the original Payment ID '03881'.





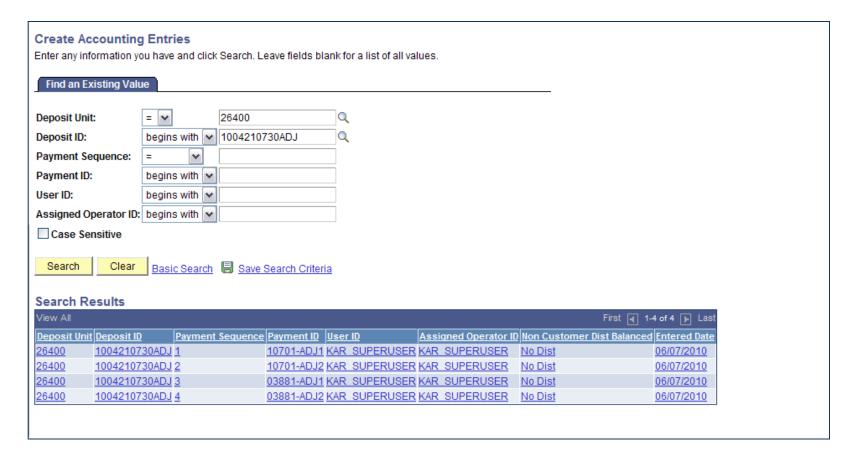
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Step 5: Create Accounting Entries Navigate to: Accounts Receivable>Payments>Direct Journal Payments>Create Accounting Entries

A. Locate the Deposit





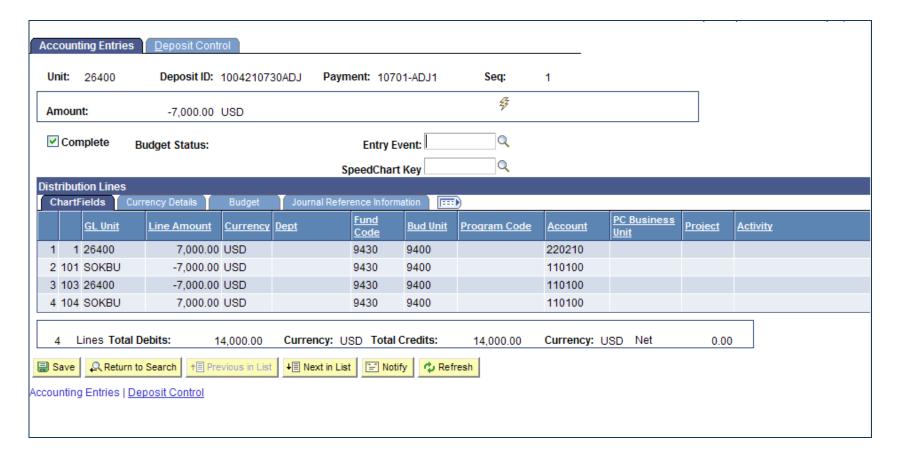
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Step 5: Create Accounting Entries

B. Create and Complete Accounting Entries for Payment Sequence 1: This accounting reverses the original accounting for Payment 10701. You can manually enter the accounting or use the SpeedChart associated to the Merchant ID. In this instance the SpeedChart would have been TRC10701.





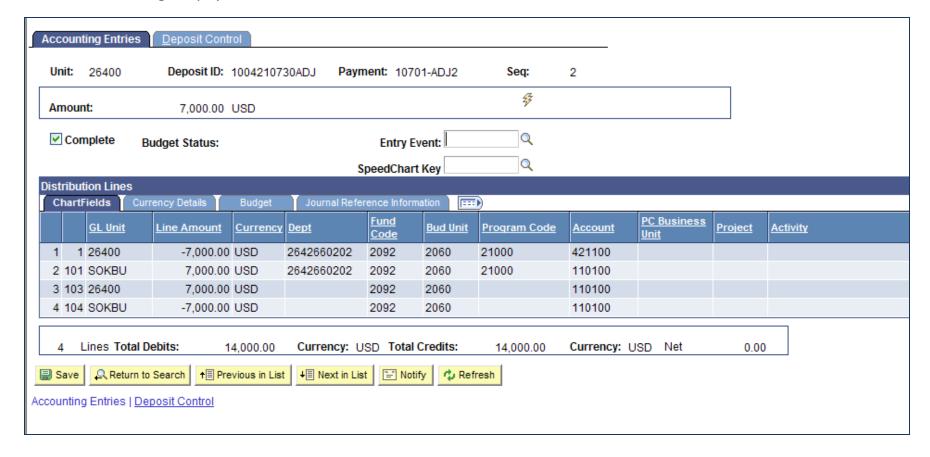
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Step 5: Create Accounting Entries

C. Create and Complete Accounting Entries for Payment Sequence 2: This accounting places the money into the corrected accounting for payment 10701.





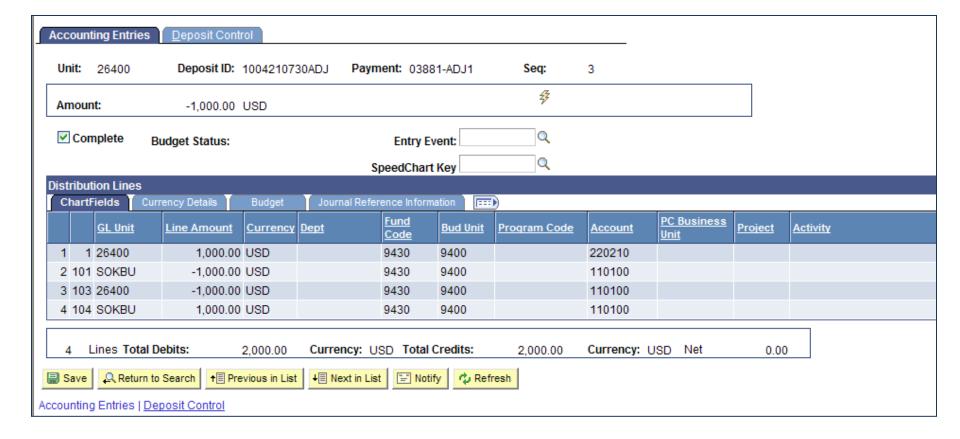
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Step 5: Create Accounting Entries

D. Create and Complete Accounting Entries for Payment Sequence 3: This accounting reverses the original accounting for payment 03881.





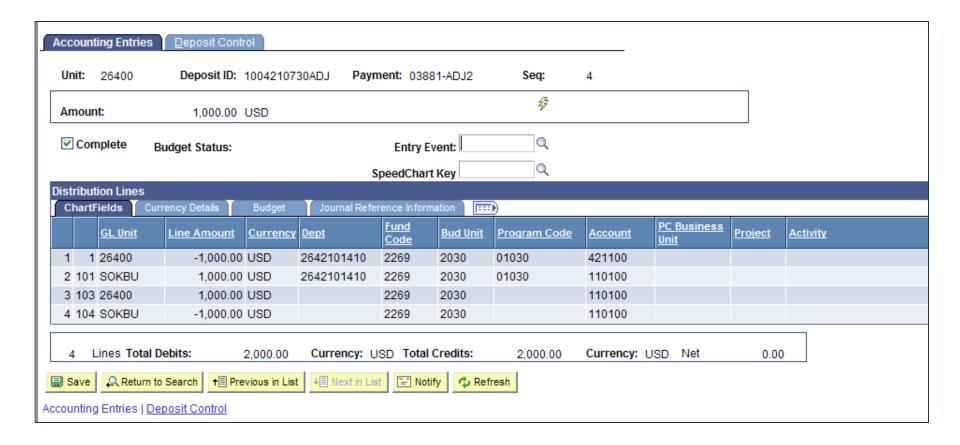
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Step 5: Create Accounting Entries

E. Create and Complete Accounting Entries for Payment Sequence 4: This accounting places the money into the corrected accounting for payment 03881.





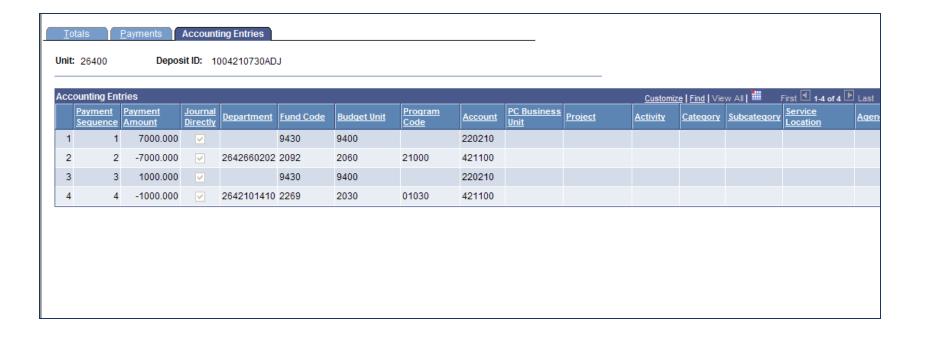
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Step 6: Review and Agency Approve the Deposit Navigate to: Accounts Receivable>Payments>Online Payments>Regular Deposit

A. Locate the Deposit and Review the Accounting





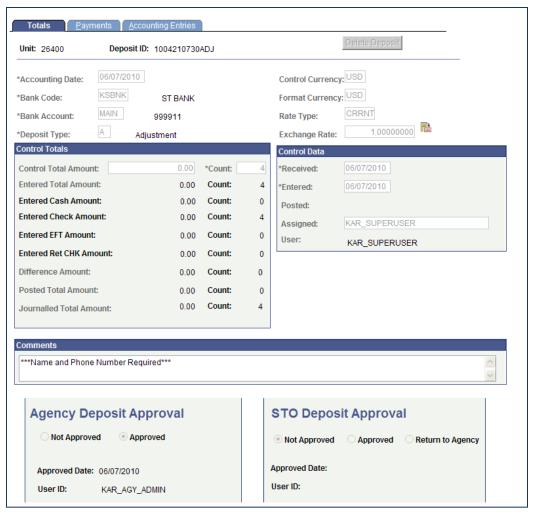
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Step 6: Review and Agency Approve the Deposit

B. Agency Approve the Deposit





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In the scenario shown in this Desk Aid an Agency received a total of \$8000 from the Credit Card Deposit. The Deposit consisted of two payments, each payment represents a Merchant ID from which monies were received.

The screen-shots simply move money from the clearing accounting line used to originally deposit the monies into one Agency defined accounting line (per payment). An Agency may wish to distribute that one clearing line into several Agency defined accounting lines. Just keep in mind that the first line of the adjustment must reverse the original clearing accounting line(s). All subsequent lines are Agency defined accounting.

The original balance in the Credit Card Clearing Fund is \$0.00. When the Treasurer completes this deposit you must record the \$8000.00 as Revenue.

Adjustment 1 of 4: Reverses the \$7000 out of the Clearing Fund

Adjustment 2 of 4: Places the \$7000 in Agency defined Accounting as Revenue

Adjustment 3 of 4: Reverses the \$1000 out of the Clearing Fund

Adjustment 4 of 4: Places the \$1000 in Agency defined Accounting as Revenue

The overall effect of this transaction is \$8000 in Revenue for Agency defined Accounting.

The Credit Card Clearing Fund balance is back to \$0.00.